



LABOR RELATIONS ANALYST

SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR Sacramento County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Sacramento County.

Position exists in Sacramento County.

FINAL FILING DATE **July 8, 2010**
Applications (STD. 678, Rev. 08-09) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol
Selection Standards and Examinations Unit
P. O. Box 942898
Sacramento, CA 94298-0001

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that interviews will be held during August/September 2010.

SALARY RANGE Range A \$3658 - \$4446
Range B \$4402 - \$5350

WHO SHOULD APPLY

1. Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

ELIGIBLE LIST INFORMATION A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California state service performing the duties of a Staff Services Analyst, Range C. *(Persons applying experience toward this pattern must have had the equivalent of a full-time assignment in California state service performing specialized employer-employee relations duties for state departments and agencies.) (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)*

Or II

Two years of experience acquired in one or a combination of the following types of employer-employee relations work:

1. Labor relations research in unit determination, election certification procedures, preparation for negotiations, fact-finding, or grievance arbitration; **or**
2. Resolution of grievances arising under labor agreements; **or**
3. Negotiations or preparation of labor agreements; **or**
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; **or**
5. Conciliation, mediation, or arbitration of labor disputes; **or**
6. Administration and/or the investigation and settlement of violation complaints in regard to state or federal labor management relations laws. **And**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

	Equivalent to graduation from college. (Qualifying experience may be substituted for the required education on a year-for-year basis.)
THE POSITION	This is the full journey level for the performance of analytical staff work in the field of labor relations. Under general direction, incumbents perform complex, responsible technical labor relations staff work. Incumbents may serve as departmental Labor Relations Officers in very small departments.
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.</p> <p style="text-align: center;">Qualifications Appraisal Interview Only - Weighted 100%</p> <p>Scope: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. The collective bargaining process in the private or public sectors.2. Principles of management rights, representation rights and unfair practices.3. State and federal labor law applicable to the public sector.4. The principles and scope of collective bargaining.5. Standard negotiating strategies, tactics, and impasse procedures.6. Grievance handling procedures.7. Data sources pertaining to public sector employer-employee relations.8. The personnel management system of the state. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Work effectively with all levels of management.2. Interpret and apply labor law and labor agreement provisions.3. Develop training programs in employer-employee relations for management.4. Obtain, analyze, evaluate and apply data such as labor statistics and cost figures.5. Research and write reports.6. Communicate effectively.7. Use good judgment and make sound decisions in critical situations.8. Handle stressful or sensitive situations with tact and labor-management diplomacy. <p>If conditions warrant, this examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the classification specification. For this reason, it is especially important that each candidate take special care in accurately completing the application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted; however, each candidate must read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff performing the evaluation.</p>
VETERANS PREFERENCE	Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION	
It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.	
If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.	
Applications (STD. 678, Rev. 8-09) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.jobs.ca.gov .	
If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.	
The California Highway Patrol reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.	
Interview locations: It is anticipated that interviews will be scheduled in Sacramento.	
Competition is limited to those who meet one of the criteria listed above under "Who Should Apply" and "Requirements for Admittance to the Examination." Under certain circumstances others may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.	
General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.	
The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.	
(Rev. 2-10)	